

## Minutes from DISTRICT 13 Business Meeting

January 8, 2017

1. Opened the meeting with Serenity Prayer and Concept of the Month - One
2. Introductions and Welcome of newcomers to the meeting including new Board Members: Eloise M Chairperson, Tom N Treasurer, Linda Ferr Public Outreach, Lee B District Rep, Diana P GR, Vickey F GR, Judi H, Deb B GR, Kyle V GR, Allison D GR, Diana P GR, Marie L GR, Leslie Ma Alt. DR & GR, Sarah E, Susannah Alt GR, Greg B GR, Martha C GR
3. Read minutes from last meeting. Leslie moved & Deb seconded approval of Dec, 2017 minutes.
4. Monthly Business
  - a. Volunteer positions: Chairperson Eloise M. asked for volunteer to take over as District Secretary for this term. No one volunteered. Remaining open service positions are: **ACTION ITEM:**

Secretary	Alateen Coord.
Meeting List Coord	Alateen Process Person
Archives Coord	Diversity Coord
Institutions Coord	Newsletter Editor

Linda Ferr volunteered to take minutes for this meeting. Leslie Ma volunteered to take minutes for the February meeting.

b. District Rep Report: Lee B.

1. Reported that an AI-Anon member somewhere had listed AI-Anon as a place to make a donation for someone's birthday gift on Facebook, so Facebook took it upon themselves to create an AI-Anon page (although blank). Then someone actually donated money to that page. Since AI-Anon by-laws allow donations only from members, we need to remind all AI-Anon groups of this rule. The DR will get FB to shut down the FB AI-Anon page and return the money to the senders.

2. DR asked if group would prefer to have her print out fliers for upcoming events or if group would prefer to print them from website ourselves? Group preference was for her to print them out and bring to District meeting.

3. DR brought 10 A16 NCWSA AI-Anon Family Group Registration/Group Records Change Forms to hand out to new GR's or those who have never submitted one before. This form must be submitted to the NCWSA Group Records Coordinator and CC'd with copies to the D13 DR, meeting list Coord, and Webmaster WHENEVER any changes are made to the name, address (even

room no.), time or date change, contact name & phone number (required), etc. of any meeting **ACTION ITEM**

4. The DR would like to see a Day in Al-Anon brought back to District 13 this year.

5 EVENTS:

Save the Date: 2018 NCWSA convention March 23-25 at the Doubletree Hotel in Modesto. AA and Spanish participation; bring friends and family

First Things First speaker meeting – First Sunday of the Quarterly Month at 8 pm – 8:30 pm food and fellowship, bring a dish to share; Bethany United Methodist Church, 1270 Sanchez St, San Francisco

c. Treasurer Tom N.

1. Expressed appreciation to outgoing Treasurer Kathy for working with him to transfer knowledge. Tom proposes cancelling the District 13 P.O. Box in Mtn. View which was close to Kathy's home but not convenient to Tom. Renewal is due Jan/2018. He proposed receiving mail at the church and has spoken to them about it. Some members expressed concern about needing to keep the Al Anon mail separate from Church business as donations received in the mail could easily become mis-routed and we would never know it. **OPEN ITEM**

2. Question raised: Should District 13 provide WSO service manuals for GR's and Coordinators? After group discussion of pros and cons, a motion was made and seconded, followed by a vote passed by a substantial majority, that the District should proceed with purchasing 30 of the hard copy 2018 Service Manuals and give them to all GRs and Coordinators at no charge. The newly revised manuals will be available in April. Manuals at a cost \$5 ea, for a total cost of \$150, and will be provided to each GR and Coordinator. **ACTION ITEM**

3. Tom N. advises the District still pays \$60/mo. for storage of surplus items and literature remaining after the closure of the literature office. The stored inventory consists of:

1 big cooler containing tapes, CD's, etc. and a few books that have been stored for 1+ years now.

Tom is tabling a future discussion about possibly moving this material to the church. **OPEN ITEM**

4. The District 13 bank account is being transitioned so that he & Chairperson Eloise M. can sign checks on the account.

5. Every officer should finalize the review of their 2018 budget and submit it to him by the next meeting. **ACTION ITEM**

6. Treasurer's Report-cont'd: Tom N. has developed an expense reimbursement form that will be required going forward. Eloise recommended putting the form on Google Groups forms. Marie commented that the form would be useful for GR's to take to meetings for convention expense reimbursements. **ACTION ITEM**

5. Coordinator Reports

a. Alateen Coord. Sarah E.

1. Resigned her position as she is moving out of the area.

2. Lee B. reported in her stead: – NEED NEW ALATEEN COORDINATOR

- a. Currently have 3 meetings: Half Moon Bay, RWC & Menlo Park. Have a request for another meeting in a hospital-like setting in San Mateo on 1<sup>st</sup> & 3<sup>rd</sup> Thurs at 7 pm
- b. Looking for more Alateen Sponsors (AMIAS) to fill positions and allow rotation of current AMIAS to reduce burn-out.
- c. Informational Workshop 2/10 in SF from 2-4 to explain Alateen at 211 Eucalyptus Ave, SF if you want to see if this is right for you.
- d. Growing Together Weekend fundraiser is March 3 from 4-9 in Pleasant Hill
- e. Lee B. has volunteered to be guest speaker at your meetings (and even bring an Alateen with her)! Just ask!!!!

b. Meeting List Coord position vacant at this time - Linda B. stepped down as meeting list Coord. Diana P will find out requirement of job before volunteering to take over **ACTION ITEM**

c. Public Outreach Coordinator Eloise M reported her outgoing report

1. Attended College of San Mateo Health Fair Oct 25<sup>th</sup>. Spoke with 79 people; Distributed 108 pieces of literature
2. Distributed AFA's (224 Engl & 48 Span) to various health care, medical facilities, educational institutions, Al-Anon and Alateen events and members to distribute between Oct 8 and Jan 8, 2018.

6. Unfinished & New Business

a. District 13 Service Roster Clean Up –

Linda B. stepped down as meeting list Coord. Diana P will find out requirement of job before volunteering to take over position

b. Allison visited 2 meetings: the Sun. San Carlos and Wed San Carlos meetings.

The Sun. San Carlos meeting she visited was cancelled for a few weeks over the Xmas holidays and was then planning to move to Belmont. They might change to meet every other week. She will visit them again to confirm. **ACTION ITEM**

The Wed San Carlos Community Church meeting on Elm St. only had 3 people including 1 new member. They provided 1 contact. They want to change their meeting time.

c. 1. Kyle reported that Thurs RWC 8 pm "San Carlos Reach for Recovery" meeting is active and got a contact Rose T. and provided a phone number. Lee will contact Rose to see if they should change their name from "San Carlos..." to "RWC..." **ACTION ITEM**

2. GR Kyle asked what the process is for following up on voice mails to the District. Someone stated that when Leslie Mu gets a VM, she should send it to the DR & Chairperson vs the group at large. Tom N. stated that one caller looking for a meeting didn't get a response for 1.5 wks. Tom N would like to see a committed response time and have a process with assigned responsibilities. **ACTION ITEM**

5. Closed the meeting with the AI-Anon Declaration

**Pending Open/Action Items:**

1. (4) Fill open positions in District 13

Action: Group Status: Pending

2. (4.b.3) A16 form must be submitted to the NCWSA Group Records Coordinator and CC'd with copies to the D13 District Rep, meeting list Coord, and Webmaster WHENEVER any changes are made to the name, address (even room no.), time or date change, contact name & phone number (required), etc. of any meeting

Action: TBD Status: Pending

3. (4.c.1) Determine where District 13 mail should be delivered, Church or relocate mail box closer to Tom N.

Action: Group Discussion Status: Pending

4. (4.c.2) Order & distribute 30 hard-copies of the 2018 WSO service manuals for District 13 GR's and Coordinators at District expense when available

Action: Tom N. Status: Pending

5. (4.c.3) Determine disposition of materials/surplus literature in storage in effort to eliminate \$16/mo storage charge for non-moving material

Action: Group Discussion Status: Pending

6. (4.c.5) 2018 Officer's budgets due to Tom N by Feb, 2018 meeting.

Action: Tom N. Status: Pending

7. (4.c.6) Where is Tom N's expense form located for group access?

Action: Leslie/Eloise/Tom L Status: Pending

8. (5.b) Diana P. will find out requirement of Meeting List Coordinator from Linda B. before volunteering to take over position.

Action: Diana P Status: Pending

9. (6.b) Allison will revisit the San Carlos meetings she visited to confirm their meeting times and locations after they settle in after the holidays  
Action: Allison      Status: Pending
  
10. (6.c.1) Lee will contact Rose to see if “San Carlos Reach for Recovery” meeting should change their name from “San Carlos...” to “RWC...”  
Action: Lee      Status: Pending
  
11. (6.c.2) Establish written process for following up on District voice mails including commitments for response times, responsible persons, back ups, etc.  
  
Action: Group Discussion      Status: Pending

**NEXT MEETING FEBRUARY 12 IS A GR REPORTING MEETING – Leslie Ma will act as Secretary.**